



Board of Trustees - Study Session

Tuesday, October 25, 2022 at 5:45 pm

**PLEASE SILENCE ALL CELL PHONE AND ELECTRONIC DEVICES.
THANK YOU**

1. Meeting Information

207 Muegge Way, Bennett, CO 80102

For a live stream of the meeting use the information below:

<https://us02web.zoom.us/j/84285000718>

Meeting ID: 842 8500 0718

Passcode: 677682

One tap mobile

+16699006833

2. Communications and IT Department Update

Alison Belcher, Communications and IT Director

Adam Meis, IT and Communications Manager

Attachments:

- **Communications and IT Department Update** (TownofBennett_DepartmentReport_October2022_Communications.pdf)

3. Public Works Department Update

Robin Price, Public Works Director

Attachments:

- **Public Works Department Update** (Public_Works_Progress_Reports_October_22_Final.pdf)

4. Community and Economic Development Department Update

Chad Bunger, AICP, Community and Economic Development Director

Attachments:

- **Community and Economic Development Department Update** (0_-_10_25_2022_C__ED_Department_Update__1_.pdf)
- **Retail Live Austin, TX Attendee List** (4_-_RetailLive_RetailerAttendees.pdf)

Contact: Christina Hart (chart@bennett.co.us 303-644-3249 x1001) | Agenda published on 10/21/2022
at 1:55 PM

DEPARTMENT PROGRESS REPORT



welcome neighbors.

TO: Mayor and Town of Bennett Board of Trustees
FROM: Alison Belcher, Communications and IT Director
Adam Meis, IT and Communications Manager
DATE: October 25, 2022
SUBJECT: Communications and IT Department Update

Management Summary

Bennett Days 2022

While the weather for Bennett Days 2022 was overcast and rainy, Town Staff considered the annual event a great success. Staff estimates that over 1,000 people attended throughout the day at the vendor street fair and events in Trupp Park. Over 500 people were estimated to have attended bull riding and the Little Texas concert.

Sponsor Luminous Imaging Solutions photographed and videoed the event. They produced a promo video and supplied the Town with all the images to use for future event promotion.

<https://www.youtube.com/watch?v=JMwjvE6qCD0>

Unfortunately, due to the weather conditions, we were unable to put on the fireworks show. Town Staff will wait for direction from the Board of Trustees as to if the show will be rescheduled or if the fireworks will be used for Bennett Days 2023.

Park Surveillance Video Cameras

In July 2022, the Board of Trustees approved a contract with Paladin Technologies/VTI Security to install four solar-powered security cameras in Trupp Park, Centennial Park, Brothers Four Park and the Mountview Cemetery. The poles for the security cameras are expected to be delivered on October 27, 2022, and installation of the cameras will happen shortly after.

NOMCOM Security

In August 2022, Town Staff approved a contract with Paladin Technologies/VTI Security to install access control/security at our new Public Works facility (NOMCOM). The building will be equipped with keypads so only authorized Staff can enter the building. Paladin/VTI is drafting a proposal for the surveillance cameras and installation for NOMCOM as well. The cameras for NOMCOM will be on the same system as the cameras at the parks. Moving forward, Town Staff plans to have all of the Town buildings on the same security system and monitored by one company.

Market Place Drone Imaging

Town Staff has begun documenting the traffic flow and traffic infractions at the intersection of Marketplace and State Highway 79. The intention is to help conduct a study to meet warrant for the traffic signal proposed at that intersection. Staff expects traffic to increase at that intersection as Ziggis Coffee, Quick Trip, and Sonic open. We will continue to document via drone video as the businesses open and traffic increases.

Groundbreakings and Ribbon Cuttings

The communication Staff help promote and celebrate groundbreaking and ribbon cuttings for local businesses. This year we have celebrated the following local businesses for groundbreakings, ribbon cuttings and grand openings.

- Sonic Drive Thru
- Ziggis Coffee
- Dollar General
- Comfort Inn & Suites
- Quiktrip
- Love's Travel Stops

Communication Platforms

Print Communications

- Ads/Publications in Local Newspaper
- Water Bill Inserts
- Posters/Flyers
- Direct Mail Postcards
- Banners

Digital Communications

- Town Website
- Electronic Message Board
- E-Newsletter
- Social Media – Facebook, Instagram, Twitter, Nextdoor
- Town Produced Video

Media Communication

- Press Releases
- Media Advisories

In-Person Communication

- Daily face-to-face interactions with residents, community partners, and stakeholders

- Community Input Meetings: Engage.Shape.Build
- Community Events: Bennett Days, Bennett Arts Council, State of the Town, etc.
- Town Committee and Advisory Board Meetings
- Public Meetings: Board of Trustees, Planning and Zoning Commission, etc.
- Networking Functions

Data/File Backup

Data Backup and Cloud Applications

The Town is currently adopting and using more cloud-based storage applications. The benefit of the cloud application is the data is entirely protected from any attack on the Town. An example is Google Cloud storage.

As a final fail-safe to these attacks, Staff ensures that the Town data is backed up regularly. Data is backed up in multiple locations on the network and the cloud.

Servers are backed up daily to another device, and critical files are stored in the cloud. In addition, critical shares and employee files are backed up multiple times throughout the day to multiple locations on the network.

Communications and Strategic Plan Goals Update

Increase visitors to the Town Website by 10% annually.

- We are currently on track to meet this goal with over 100,000 page views throughout the year. Some of the most frequented pages include Bennett Days, Utility Billing Department, Building Department and Current Job Openings.

Increase Facebook followers by 8% annually.

- We are currently on track to meet this goal. The Town of Bennett currently has 3,172 followers.

Increase the number of subscriptions to the Town's eNewsletter by 7% annually.

- Bennett Broadcast: Currently at a 34% increase from the end of 2021.
- Board Update: Currently at a 32% increase from the end of 2021.

Ensure responses through social media and the website are answered within two business days.

- The current staff response rate on Facebook is within a day of receiving the message.
- The Town has a fillable form on the "Contact Us" page where residents can submit questions and inquiries. Those inquiries are answered within one business day of receiving the request.

Increase attendance for all Town run events, meetings and programming by 5% annually.

- Town Staff increased attendance to Town events by more than 5% in 2021 due to the reduced capacity in 2020. Going forward, attendance for 2022 events will be a more accurate baseline to track attendance increases for events.

Increase use of press releases and media advisories sent to local news outlets by 10% annually.

- The Town will continue sending relevant press releases and media advisories to meet this goal.

Highlight the accomplishments of a Town department each month.

- The Town continues to highlight different departments monthly via the Bennett Broadcast, press releases, social media posts, etc.
 - January 2022 – Master Transportation Plan & New Building Department Software <https://www.youtube.com/watch?v=dbnqvMRRawg&t=1s>
 - February 2022 – Bennett Public Safety Survey <https://docs.google.com/forms/d/e/1FAIpQLSfK2PT8mnZ3KNFcPHm7uUmeiavh3fs9tiYK8q4DzwHZf0oosQ/viewform>
 - March 2022: Public Works Updates <https://myemail.constantcontact.com/Bennett-Broadcast-March-2022.html?soid=1117923810929&aid=abSA-CY4UIU>
 - April 2022: Capital Projects Update – <https://www.youtube.com/watch?v=NIUC9Uv2elo>
 - May 2022: Business Appreciation Recap - <https://www.youtube.com/watch?v=pciNQO4GfAs>
 - June 2022: Town Watering - <https://www.youtube.com/watch?v=vrhYrQmjWOA&t=4s>
 - July 2022: State of the Town - <https://www.youtube.com/watch?v=AAnFA9tdBaA&feature=youtu.be>
 - August 2022: Bennett Days Prep - <https://www.youtube.com/watch?v=udr1pNHqhFY>
 - September 2022: Bennett Days Thank You - <https://www.youtube.com/watch?v=JMwjvE6qCD0>
- Copies of the Bennett Broadcast with all the department/Town updates can be found online at <https://townofbennett.colorado.gov/happening-now/bennett-broadcast-newsletters>

2022 Events

Trunk – or – Treat

Date/Time: Thursday, October 27, 2022, 4:30 – 6:30 p.m.

Location: Town of Bennett Town Hall

Details: Community partners, local businesses and residents are invited to participate in Trunk or Treat. Those participating will decorate their cars and invite kids to trick or treat from car to car as a safe place for kids to enjoy Halloween. Town Staff will also decorate the inside of Town Hall so kids can continue trick or treating inside. There will also be a photo booth and other activities throughout the event.

Veterans Day Celebration

Date/Time: Friday, November 11, 2022

Location: High Plains Diner

Details: To honor veterans in the Bennett Community, the Town of Bennett will sponsor a free meal for veterans at the High Plains Diner. The Board of Trustees will also issue a proclamation for Veterans Day.

Small Business Saturday*

Date/Time: Saturday, November 26, 9:00 a.m.

Location: Bennett Recreation Center

Details: Small Business Saturday event is created to celebrate local vendors and artisans in the Bennett community.

Breakfast with Santa

Date/Time: Saturday, December 3, 2022, 8:00 a.m.

Location: Bennett Community Center

Details: The Town of Bennett Board of Trustees is invited to host the community and cook breakfast. Santa will also be present to take pictures with the kids.

Bennett Holiday Help/Gift Distribution

Date/Time: Saturday, December 10, 2022

Location: Town Hall

Details: The Town will collect gift/toy donations throughout the year and then give them away to families who need extra help during the holiday season.

DEPARTMENT PROGRESS REPORT



TO: Mayor and Town of Bennett Board of Trustees
FROM: Robin Price, Public Works Director
DATE: October 25, 2022
SUBJECT: Public Works Progress Report

Management Summary

Below is a list of all current Public Works projects and status:

- BRPOS- Fishing Pond:
 - The project is currently under construction. Grading, liner, parking lot, trail, aerators and the water line are completed. Currently in progress of filling the pond and installing tables, trash cans, shelters and the dock.
- Purple Pipe Beltway:
 - Segment one of the pipe installation is completed to Trupp Park.
 - Pump House is completed.
 - The second segment of pipe installation to Civic Center Park is in progress.
- BRPOS Trail Rehabilitation:
 - The construction of 4.2 miles of additional trails and the top-dress of existing trails have been completed.
- Kiowa Bennett Trail Extension:
 - The trail extension is completed.
- Hwy 79 Trail:
 - Landscaping at the entrance to Muegge Way is complete and additional dog stations were installed.
 - The solar lights have been completed.
 - The addition of concrete trail past well 6 is completed.
 - Installation of benches with shade and trash cans are in progress.
- Trupp Park Phase 5:
 - Upgrades to the stage and railing are completed.
 - The large shade structure has been installed by the stage.
 - The drainage improvements are in progress.
 - The landscaping will begin at the end of October and depending on the weather will be finished in the fall or early Spring of 2023.
- Booster Station/Converse Road:
 - The project is under construction and will be completed in late winter 2023.
- Community Center
 - The following items have been completed: lights, parking lot, shade and playground surface, landscaping and kitchen remodel.
 - The bathroom retiling will be completed in late winter.
 - Dumpster enclosure is in progress.

- Kiowa Bennett Road Safety Improvements
 - Design is in progress to go to CDOT approval construction will begin mid to late summer of 2023.
 - The environmental report is complete on one intersection. The remaining environmental reports are in progress.
- Cemetery
 - Master Plan concept in progress for the eastern expansion of the cemetery.
- East Pond Renovation and Expansion
 - RFP for pond renovation for recycled water in progress to award a contract in November.

Projects Status & Milestones

Project	Status	Costs (Estimate)	Expenditures	Completion Date (Estimate)
BRPOS Fishing Pond Phase I	In Construction	\$650,000	417,561.92	11/30/22
Purple Pipe Beltway	Completed	\$1,500,000	\$1,506,604.00	09/10/22
Purple Pipe Second Phase	In Progress	\$1,600,000	576,143.75	5/30/23
Kiowa Bennett Trail Extension	In Construction	\$250,000	\$243,878	5/30/23
Hwy 79 Trail	In Construction	\$150,000	\$117,343	12/30/22
Trupp Park Phase 5	In Construction	\$330,000	\$83,154	3/30/23
Booster Station Converse	In Construction	\$390,000	\$330,500	12/30/22
Community Center	In Construction	\$350,000	\$205,397	6/30/22
Kiowa Bennett Safety Improvements	In Construction	\$500,000	\$46,588	6/30/23

Along with the above projects, the Public Works department provides the following maintenance, but not limited to:

Parks/Grounds:

- Fall aeration.
- Irrigation system winterization.
- The final mowing.
- Trail spraying for weeds and maintenance.
- Cemetery maintenance and cleanup.
- Trash cleanup.
- Playground inspections and maintenance.

Water/Wastewater:

- Utility billing, troubleshooting and meter maintenance.
- Sewer jetting.
- Oil changes on pumps and blowers.
- Hydrant painting, repairs and replacement.
- Grease pumps inspections.
- Valve exercising.
- Well house cleaning and repairs.
- Backflow testing and State reporting will be completed by 12/31/22.
- Meter replacements or new installations.
- Lift station cleaning.
- Developmental review and infrastructure inspections.

Street Repairs/Building Improvements, Fleet and Storm Water Maintenance:

- Delineator replacements on Kiowa Bennett Road.
- Touch-up painting and building repairs.
- Oil changes and tire replacement on the fleet.
- Drainage inspection/cleaning.
- Building inspections and maintenance.
- Snow plows and preparation is starting.

DEPARTMENT PROGRESS REPORT



TO: Mayor and Town of Bennett Board of Trustees
FROM: Chad Bunger, AICP, Community and Economic Development Director
DATE: October 25, 2022
SUBJECT: Community and Economic Development Department Update

Management Summary

At the beginning of July, the Economic Development and Planning, Community Development and Community Service functions of the Town were combined in the Community and Economic Development Department. As a result, the Department has organized itself into four distinct divisions; the Community Development Division, Community Service Division, Economic Development Division and the Planning Division.

Over the past three months, the Department staff have been working to establish appropriate procedures to ensure that the Department continues to effectively meet the community's needs. The Department has also begun creating a 5-year strategic plan to help organize and prioritize tasks and projects for the future. This plan is anticipated to be completed by the end of the year. Most likely, the prioritized projects for Year 1 will be internally focused to ensure the Department is well organized and prepared to achieve the Town's goals and meet its immediate needs. The subsequent years of the plan and will be community and process improvement focused.

Staffing Updates

With Lynette White's upcoming retirement as the Town's Economic Development Coordinator, Savannah Vickery from the Community Development Permit Technician to the Economic Development Coordinator position in September. The transition allows Savannah ample to train Lynette before her retirement in December.

With Savannah transitioning to the Economic Development Division, Esme Ruvalcaba was hired as the new Permit Technician. She has done an outstanding job of learning the ropes of the permitting software and procedures and has become a great asset to the Community Development Division and Bennett team.

We have an opening in the Community Development Division and will work to post the job announcement in early November. In the interim, Chad Bunger, Director of Community and Economic Development will cover the role and tasks of this position.

Division Updates & Milestones

Economic Development Division Update

Business Recruitment Opportunities

Over the last five months, the Town staff submitted two proposals for national and regional site selectors for industrial clients looking at the Denver Metro Area. Unfortunately, it does not appear that Bennett was selected for either of these opportunities, but this provides great exposure and is a valued exercise for the Town as we promote our optimal sites to regional partners. Staff continues developing appropriate marketing materials to elevate our exposure to opportunities. Staff is also researching ways to ensure our developable land is appropriately situated and prepared to be competitive for these requests.

We continue to work with Retail Coach, having monthly touch base calls and prospect discussions. In addition, Retail Coach represented Bennett at the ICSC Retail Live in Austin, Texas on September 1, 2022. The attendee list for the event is attached.

Celebration of Businesses

The Economic Development Division had the opportunity to celebrate the ribbon cutting for the grand opening of the Comfort Inn by Choice Brand Hotels and the groundbreaking of the Love's Travel Stops expansion of their truck parking lot. Additionally, we had a great time celebrating the ribbon cutting at Sonic and QuikTrip in October. The development of these commercial properties represents catalyst projects for our regional business community and thriving community.

Planning Division Update

Chapter 16 Updates

The Planning Division and Town Clerk Department have systematically reviewed and updated zoning regulations in Chapter 16 of the Bennett Municipal Code. In addition, Town staff, the members of the Planning and Zoning Board and the Board of Trustees have updated the zoning regulations in Articles 1 and 2 and created a new set of regulations in Section 4 related to small cell telecommunication structures and equipment.

The Planning Division and Town Clerk Department will continue to review Chapter 16 and propose updates in the future to meet the community's needs. The next update will most likely be to Article III – Sign Regulations.

Current Planning Updates

Town staff and our partners in development were busy in the last quarter. In July, the Kiowa Creek Preserve and Bennett Farms subdivisions were annexed and rezoned to PD. The Les Schwab Tire Center Final Development Plan, Bennett Self-storage Final Development Plan, and the industrial rezoning of the Walls Subdivision were also approved in July.

In August, the final plat, conditional use permit and amendment to Love's Travel Stops Final Development Plans were approved to pave the way for the expansion of the fuel service and truck parking.

In September and October, the final plat for the Shops at Bennett, Phase 2 was approved.

There are several applications that the Planning Division is actively reviewing for future consideration by the Planning and Zoning Commission and Board of Trustees. These include the final development plans (FDP) for the proposed Farmers and Merchants Bank in Bennett Crossing, the sketch plat for Antelope Hills, Filing 3, Muegge Farms Filing 7 final plat and FDP, Bennett North (Mundell) property Rezoning and Overview Development Plan, a site plan and conditional use for the Wall's RV storage, and rezoning a portion of Bennett Ranch commercial zone.

Despite recent hikes in interest rates that directly impact loans related to land development and construction projects and the threat of a recession, the Economic Development and Planning Divisions consistently get legitimate inquiries for both residential and non-residential developments, leading to cautious optimism that Bennett can capture its share of growth that is occurring in the region in a smart and wise way.

Community Development Division Update

New Building Official

The Town of Bennett continues to use Charles Abbott Associates (CAA) for building permit plan reviews and building inspections. Recently, Cornelia Orzescu was assigned to the Town as the new Building Official from CAA. The plan is to have Cornelia be more available to our builders to answer questions and help address issues and to be a larger part of the Town of Bennett Team

Building Permit Summary

In the past three months, 99 permits were issued with a total valuation of \$2,140,348. Over that time, 24 certificates of occupancy (CO) were issued. To date, 372 total permits have been issued, with a total valuation of \$10,667,767 and 62 COs.

The building data is broken down in the following ways:

Monthly Totals		
July	34	\$445,979
August	38	\$1,482,942
September	27	\$211,427

Permit Type			Permit Type	
Residential - Alteration/Remodel	3		Commercial - New Tenant/Finish	2
Residential - Landscaping	3		Commercial Quick Permit	3
Residential - New	4		Commercial Site Work	1
Residential - Outdoor	2		Sign	1
Residential - Solar	19		Special Event Permit	1
Residential - Quick Permit	39		Temporary Use	2
Fence	4		Utility Infrastructure	2
Grading	3		Right-of-Way	10

Community Service Division Update

To maintain a consistent theme, the Community Service Officers will continue to provide their quarterly update along with the Adams County Sheriff's Office, Arapahoe County Sheriff's Office and the Municipal Court Department updates.

Attachments

1. Retail Live Attendees

RETAIL LIVE!

South Central 2022

Albertsons/Tom Thumb	Crunch Fitness	Liquorland	Smoothie King
Annex Brands	Darden	Mammoth Holdings	Sonic
Arbys	Dollar Tree / Family Dollar	Marco's Pizza	SpinXpress
AT&T	Dunkin'	McAlisters Deli	Spirit Halloween
Aunti Anne's	Dutch Bros Coffee	McDonald's	Sport Clips, Inc.
Baskin Robbins	Escapology	Melrose	Starbucks
Bealls Retail Group	Factory Connection	Mister Car Wash	Swig
Big Lots	First Cash Pawn	Moe's Southwest Grill	T-Mobile
Black Rifle Coffee	Focus Brands	Murphy USA	Tacodeli
Bonchon Korean Fried Chicken	Freebirds World Burrito	Panda Restaurant Group	Texas Petroleum Group
Buffalo Wild Wings	Heartland Dental	Planet Fitness	Total Primary Care
Burger King	Hooters	Prime Communications	Tropical Smoothie Cafe
Burlington	Hopdoddy	Primrose Schools	Urban Bricks Pizza
Carvel	HTeaO	QuikTrip	Vape City
Cato Corporation	Ike's Love & Sandwiches	RaceTrac	Walgreens
Cava	Inspire Brands	Restaurant Brands International	Walk-On's Sports Bistreaux
Child Development Schools, Inc.	Inspire Brands	(Popeyes)	Whataburger
Chuy's Opco, Inc.	Jamba	Rock & Brews	Wingstop
Cinnabon	Jersey Mike's	Schlotzsky's	Zaxby's
Cool Greens	Jimmy Johns	Shoe Show	